



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
NAVAL AIR STATION  
PENSACOLA, FLORIDA 32508-5100

CNETINST 11010.5A  
N443  
JUL 5 1988

CH-1

CNET INSTRUCTION 11010.5A

Subj: BASE LOADING SYSTEM (BLS) FOR FACILITIES PLANNING AND PROGRAMMING

Ref: (a) OPNAVINST 11000.16A  
(b) OPNAVINST 11010.37  
(c) NAVFACINST 11010.44E  
(d) NAVFACINST 11010.14Q  
(e) CNETINST 1510.1E  
(f) NAVFACINST 11013.35B

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1. Purpose. To emphasize the Chief of Naval Operations (CNO) policies as stated in reference (a), especially the policy of acquiring and retaining only the facilities needed to perform assigned missions, functions, and tasks; to delineate specific responsibilities of the Chief of Naval Education and Training (CNET), functional commanders and third echelon activities, and all other activities; and to emphasize the need to keep the BLS current.

2. Cancellation. CNETINST 11010.5

3. Background. In order to determine the minimum facilities which must be programmed to meet an activity's mission, there is a need for a BLS which includes all current and projected personnel, ships, and aircraft at an installation. Reference (b) promulgated guidance, procedures, and formats to be used in the review, update, and utilization of the BLS. The BLS is comprised of a series of reports which become the basis for current and projected strengths for Basic Facility Requirements (BFR's), Military Construction (MILCON) project supporting documentation, unaccompanied personnel housing surveys, and family housing surveys. The Department of Defense established the requirements surveys as the official documents for submission of new construction, major repair and improvement projects, and requests for acquisition of housing from other services.

4. Discussion

a. There is no single source for all the types of personnel information required to accurately determine current or projected personnel strengths. While the major source for current data is the Naval Military Personnel Command, and projected data is CNO, other sources, such as CNET, the Bureau of Medicine, and Navy shore activities provide input to the BLS. CNET provides the data on the average number of permanent party and temporary duty students. This data is taken from the Navy Integrated Training Resources and Administration System (NITRAS) file primarily in a format prescribed by Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM).

b. COMNAVFACENGCOM will provide activities with BLS reports for review and update. The extent of the review and update of the BLS reports by the activity will determine the accuracy of the Shore Facilities Planning System (SFPS) Base Loading Report, and family and bachelor housing requirements surveys.

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5. Action

a. CNET

(1) Provide planning information to functional commands and activities as it is developed.

(2) Forward the latest student data report required by COMNAVFACENGCOM to functional commands and echelon III activities for review and revision as necessary.

(3) Collate the student data for the Naval Education and Training Command and forward to COMNAVFACENGCOM in accordance with annual request.

(4) Coordinate any changes in report format to make student data more accurate and complete.

(5) Ascertain that BLS reports have been used in development of BFRs and MILCON project documentation in accordance with references (c) and (d).

b. Functional Commanders and Third Echelon Activities

(1) Provide activities with planning information as it is developed.

(2) Develop and enter student data into the NITRAS file in accordance with reference (e) or provide flight training student data upon request.

(3) Review and verify or correct student data report required by COMNAVFACENGCOM and return to CNET.

(4) Use BLS reports to verify BFRs and MILCON documents in accordance with references (c) and (d).

(5) Verify prior to construction of any MILCON project, that requirement is current and valid as specified in reference (f).

c. Activities

(1) Designate a BLS coordinator with the authority to coordinate and supervise the update and validation of information.

2H-1 R) (2) Assign a single point of contact for base loading matters and provide that name to CNET (N-443).

(3) Review and update activity listings and current and projected personnel summaries in accordance with reference (f).

(4) Participate in either a complete or limited bachelor housing survey as requested by COMNAVFACENGCOM.

(5) Provide student data to be included in the CNET NITRAS file in accordance with reference (e).

(6) Prepare BFRs and MILCON documentation using BLS reports with justification for any deviation from these reports, as specified in references (c) and (d).



S. H. RIES  
By direction

(D)

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